

SAFE SLEEP AND REST

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	16 November 2021
ADOPTED BY: <i>(Manex or Council)</i>	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	February 2025
REVISION NUMBER:	

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	October 2016		
1	03 July 2017		July 2019
2	August 2018		August 2020
3	11 May 2021		September 2021
4	September 2021		November 2023
5	February 2024		February 2025

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as “Council” policies or the approval of the General Manager for all policies categorised as “Operational” policies.

1. Purpose:

Bland Shire Council Children Services Unit services will ensure that all children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm or hazard. Children will have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The Education and Care Service will provide beds and cots that comply with Australian Standards.

2. Scope:

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services Unit and educators registered with the Bland/Temora Family Day Care Scheme.

3. Outcomes:

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

4. Roles and Responsibilities:

The Approved Provider will:

- take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children;
- ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards;
- ensure that all cots meet **AS/NZS 2172:2003**; and bassinets are NOT on site at any service when providing education and care to children.
- ensure that areas for sleep and rest are well ventilated and have natural lighting.

The Nominated Supervisor will:

- maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families;
- ensure that areas for sleep and rest are well ventilated and have natural lighting whilst ensuring the temperature is optimal for children's comfort;
- ensure all families have the opportunity to update their child's sleeping/rest as required;
- if the family's beliefs and requests are in conflict with current recommended evidence based guidelines, determine if there are exceptional circumstances that allow for alternate practices, e.g. rare medical conditions, in such cases written support from the child's medical practitioner must be sought and associated risk assessments and risk management plans would be implemented. Where the circumstances are not exceptional, the Nominated Supervisor is not required to endorse practice requests if these do not comply with safe sleeping recommendations by Red Nose.

Educators will:

- maintain adequate supervision and maintain educator ratios throughout the rest period;
- assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required;
- ensure all equipment carries safety codes for sleep.
- Bassinets are prohibited from any service site whilst children are being educated and cared for.
- Hammocks and prams/strollers are NOT considered safe equipment to sleep in and cannot be considered a substitute for a cot;
- ensure mattresses are in good condition, they should be clean, firm and flat. Cot mattresses should fit the cot with no more than a 20mm gap between the mattress sides and ends;

- ensure mattresses are never elevated or tilted;
- use a firm sleep surface is compliant with the new AS/NZS Voluntary Standard (AS/NZS 8811.1:2013 Methods of testing infant products – Sleep surfaces – Test for firmness) where available;
- ensure that beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm water and natural detergent or vinegar between each use;
- ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child;
- arrange children’s beds and cots to allow easy access for children and staff;
- encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children;
- ensure children will sleep and rest with their face uncovered;
- ensure items which may cause choking are inaccessible such as curtain/blind cords;
- ensure that areas for sleep and rest are well ventilated and have natural lighting whilst ensuring the temperature is optimal for children’s comfort;
- create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories;
- remember that children do not need to be “patted” to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it;
- closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals (at intervals no longer than 10 minutes apart), ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child’s breathing and the colour of their skin;
- look for and respond to children’s cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults);
- minimise any distress or discomfort. Acknowledge children’s emotions, feelings and fears;
- ensure that children who do not wish to sleep are provided with alternative quiet activities and experiences, while those children who do wish to sleep are allowed to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest (if required). It is important that opportunities for rest and relaxation, as well as sleep, are provided;
- ensure Preschool and School aged children in care are provided with opportunity for rest and relaxation having regard to the ages, development stages and individual needs of the children;
- encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided quiet activities for the duration of rest time;
- consult with families about children’s sleep and rest needs. Educators will be sensitive to each child’s needs so that sleep and rest times are a positive experience;
- communicate with families about their child’s sleeping or rest times and the service policy regarding sleep and rest times. Communications with families should be maintained to encourage a consistent approach in responding appropriately and respectfully to children’s sleep and rest needs;
- respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families (where relevant);
- participate in staff development about safe sleeping practices. The Education and Care Service will access the *Red Nose website* and provide information to families on safe

sleeping practices.

In addition Family Day Care Educators will:

- ensure no bedroom doors are closed where sleeping children are located.

Children in Cots

Educators will:

- give bottle-fed children their bottles before going to bed. Children will not be put in cots or in beds with bottles as per *Dental health recommendations*;
- ensure that sleep rooms have operational baby monitors on at all times;
- Observe children at 10 minute intervals while they sleep. Educators must go into the room and physically see babies breathing. The educator will then officially record this;
- ensure that cot mattresses are clean, firm and the correct size for the cot frame;
- make up cots to comply with *SIDS safe sleeping guidelines*. No loose bedding is to be available to the child. Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face. Put the baby's feet at the bottom of the cots so the baby cannot slip down under the covers;
- tuck the baby in securely so bed linen is not loose;
- ensure no duvets, pillows or cot bumpers will be placed in cots;
- encourage the use of sleeping bags for babies. If they have fitted neck and armholes there is no risk for the child's face being covered;
- securely lock cots sides into place to ensure children's safety;
- sleep/rest rooms will be maintained at an appropriate temperature;
- be aware of manual handling practices when lifting babies in and out of cots;
- ensure babies are placed on their back to sleep when first being settled. Once a baby has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age);
- ensure babies aged younger than 5–6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, are re-positioned onto their back when they roll onto their front or side;
- ensure if a baby is wrapped when sleeping, consider the baby's stage of development. Leave their arms free once the startle reflex disappears around three months of age, and discontinue the use of a wrap when the baby can roll from back to tummy to back again (usually four to six months of age). Use only lightweight wrap such as cotton or muslin;
- remove heavy clothing before placing a child into a cot including tops with hoods. Bibs must be removed before sleep;
- ensure when dummies are being used, a dummy should be offered for all sleep periods. Dummy use should be phased out by the end of the first year of a baby's life. If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted;
- ensure if a child has a comfort toy for sleep, supervise and then remove once the child is asleep.

In Addition, Family Day Care Educators will:

- only use the firm, thin, well-fitting mattress that is supplied with the portable cot. Never add a second mattress or additional padding under or over the mattress, which has been specifically designed for the portacot, as baby may become trapped face down in gaps between the mattress and sides;
- if buying a portacot, look for a model that meets the mandatory Australian Standard **AS/NZS 2195:1999** for portable cots. Educators need to look for a label or sticker that says the portacot complies with this mandatory standard. This standard applies to Portacots manufactured from 1999;

- if accepting a second hand portacot ensure it meets with Australian Standards. The base is to be flat with no torn mesh or broken parts. Regularly check the portacot for these signs of damage. Only use a portable cot that has the mesh intact and that has no broken parts;
- not use a portable cot if the child weighs more than 15kg (or check instructions of your particular model).
- Under no circumstances have a basinet on site when caring and educating children.

Families will:

- provide information to Educators regularly regarding their child's sleep/rest needs;
- identify and consult with the service any potential sleep/rest medical risks, providing relevant documentation.

5. Legislation and Supporting Documents:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: Regulations 81, 84D, 103, 105, 110 & 115 Work Health and Safety Act 2011 (NSW)

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Red Nose - www.rednose.org.au

Australian Competition and Consumer Commission (ACCC) – www.accc.gov.au - Cot safety PDF

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services).

7. Attachments:

Nil